

## Bureau of Health Care Services Veterinary Medicine FAQ

### 1. How do I verify my Michigan license to another state?

We can provide written verification of your licensure status to another state within 20-30 business days. This document may also be referred to as a "letter of good standing". You need to send a written request for license verification that provides this office with the name and address of the Board you wish to receive the documentation. This request should include your name, license number and your signature and must be accompanied by the required \$15.00 fee made payable to the State of Michigan. The verification process generally takes 20-30 business days from the time the request is received by the Department. The request should be mailed to:

Department of Licensing and Regulatory Affairs  
Bureau of Health Care Services  
Health Professions Licensing Division  
Attention: Verifications  
PO Box 30670  
Lansing, MI 48909

### 2. Do I need to complete continuing education?

The law for Veterinary Medicine does not require continuing education for renewal. You are responsible for maintaining your competence in your profession, but you do not have to demonstrate the ways you are doing that for renewal.

### 3. How long are the Veterinarian/Veterinary Technician licenses issued for? Can I renew my license early? How will I know when I need to renew?

Your initial Veterinarian/Veterinary Technician license is only good until the next expiration date of your profession (anywhere from 4 months to 1 year). After your first renewal, your license will be valid for 2 years. You will receive renewal information 45-60 days prior to the expiration date of your license and it will state the renewal fee required.

You cannot renew your license early. Our system is not set up to receive renewal information until the renewal time for your profession. We will mail you a renewal application approximately 45-60 days before the expiration date of your current license. Remember to notify the Department in writing of any address changes you

have. It is your responsibility to renew your license on time. Failure to notify us of an address change does not exempt you from renewing your license on time. You can renew online at [www.michigan.gov/elicense](http://www.michigan.gov/elicense). Online renewal payments require you to pay with a credit card.

#### 4. How can I change my name or address?

Name changes must be submitted in writing by downloading the [Data Change/Duplicate License Request Form](#). Address changes can be submitted online at [www.michigan.gov/elicense](http://www.michigan.gov/elicense) or in writing by downloading the [Data Change/Duplicate License Request Form](#). Fax it to 517-373-7179 or mail it to the Department of Licensing and Regulatory Affairs, Bureau of Health Care Services, Health Professions Division, PO Box 30670, Lansing, MI 48909.

New licenses are not automatically issued for name and/or address changes. To receive a license with your new name and/or address, you must submit \$10.00 per license with your request. Duplicate licenses can be paid for online at [www.michigan.gov/elicense](http://www.michigan.gov/elicense).

#### 5. I need to verify whether someone has a license. How can I do that?

We have two verification systems. If you have access to the Internet, you can go to our online [Verify A License](#) or you can call 517-241-7849.

#### 6. What happens if my license or registration expires?

If your license or registration is not renewed within 60 days after your expiration date, your license or registration will lapse. The expiration date will reflect the original expiration date -- it will not include the grace period. For example: If your license expires January 31, you have until April 1 to pay your renewal fee. If you do **not** pay by April 1, your license is considered lapsed as of January 31. You will need to check with the agencies that provide reimbursement for your services to see if they honor the grace period.

When your license or registration lapses, you can no longer practice your profession nor can you identify yourself as a licensed or registered individual. Practicing without a valid license or registration is a felony under the Public Health Code and can result in legal proceedings as well as disciplinary actions.

It is **your responsibility** to make sure your license or registration is current and valid. We send renewal information to the last address on file approximately 60 days prior

to the expiration date. If we have an incorrect address, you are still responsible for making sure your license has been renewed in a timely manner.

**7. How long will you keep my licensure application on file?**

For most professions, we keep your application and fee on file for two years from the date received. If the requirements for licensure/registration are not met within that time span, the application is no longer valid and the file is destroyed.

**8. The application asks for the state(s) I have been licensed in and asks for the basis of licensure. What does that mean? What if I'm licensed in more than one state? Do you need verification from all states I have ever held a license in?**

In the basis of licensure box on the application, you need to indicate whether you became licensed in that state by Exam or by Endorsement.

We need verification from all states where you have ever held a license. This is to ensure there have not been any disciplinary actions or suspensions and to ensure that your current license is in good standing.

**9. If I have been convicted of a felony or a misdemeanor, will this stop me from obtaining a Michigan license?**

This type of information will be reviewed on an individual basis. We ask that you submit your application, fee and information regarding the occurrence. The Board will review your file and make a decision at that time. Please keep in mind that we do take into consideration the type of conviction, the age that you were when the incident occurred and the time that has elapsed since the conviction.

**10. What is the purpose of the different types of applications?**

**New License:** You have never held a license in this profession in Michigan or any other state.

**Endorsement:** You hold a current license in another state in this profession and you wish to become licensed in Michigan.

**Relicensure:** If you have ever held a Michigan license in this profession but your Michigan license has expired, you let it lapse or have been licensed in another state, you must apply for relicensure.

**Grandfather:** You are able to become licensed by a shortened credential review process for a limited time.

**11. Is everything in my file complete? How can I find out what is missing?**

You will be sent a letter from the Department informing you of any missing information. You can easily track your file by checking the online checklist at [www.michigan.gov/appstatus](http://www.michigan.gov/appstatus). Use your customer number and instructions that you will receive approximately 3 weeks after receipt of your application.

**12. How long does it take to process my application?**

Applications are processed as quickly as possible. We process applications in the order they are received.

**13. How long does it take for your office to receive my correspondence?**

It takes approximately 7-10 days from the mail date for our office to receive outside mail.

**14. I work in more than one location. How can I have my license on display in all of my work areas?**

You may make photocopies of your professional license to display in other work sites.

**15. Do I need a controlled substance license for every location in which I practice?**

Effective December 2, 2004 you are no longer required to have a separate controlled substance license for each location in which you prescribe controlled substances. **You only need one controlled substance license to prescribe controlled substances in Michigan regardless of the number of locations where you prescribe.**

If you are receiving or storing controlled substances a separate controlled substance license is required for each physical location.

If you dispense any medication to patients other than complimentary starter dose drugs (samples), a drug control license is required for each physical location. This includes controlled substances as well as non-controlled drugs. Please note the requirement for a drug control license does not apply to veterinarians.

**16. Can I submit the renewal application for my controlled substance license before submitting the renewal for my professional license?**

Regardless of when you submit your renewal, the professional license will have to be renewed first. If we receive the controlled substance renewal but not the professional license renewal, neither license will be renewed. The professional license renewal must be submitted before the process can begin.

**17. Can you give me the information on my DEA license or how to get a DEA license?**

The State of Michigan and the DEA are two separate entities. We are State and DEA is Federal. If you have any questions concerning your DEA license, you can call them directly at 800-882-9539 or go to [www.deadiversion.usdoj.gov/drugreg/index.html](http://www.deadiversion.usdoj.gov/drugreg/index.html).

**18. Do I have to renew my controlled substance (CS) license if I am not currently living in Michigan and my professional license is active? Can I renew my CS license later if I move back to Michigan?**

You do not have to renew your controlled substance license unless you are currently prescribing or dispensing controlled substances in Michigan. You can get your controlled substance license reinstated at a later time as long as your professional license is active in Michigan. You would do this by submitting a Controlled Substance Application that we would mail to you upon request or you can download the form. You can find a controlled substance application to download in the application packets provided for your profession under the "Forms and Applications" section.

**19. My renewal date is coming up soon. I know that the license/registration will be valid until the expiration date after I renew. Since I will be moving next year, I only want to renew it for 1 year. Can I do that?**

No. When you renew your license/registration, it can only be renewed for the full time period.

**20. Does the new drug compounding law apply to Veterinarians?**

No. In 2014, the drug compounding statutes in the Michigan Public Health Code, Pharmacy Practice and Drug Control section, were revised. These changes were made in response to the deadly fungal meningitis outbreak in 2012, which was caused by an out of state pharmaceutical company. The new laws were enacted to

strengthen the accountability and accreditation requirements for pharmacies, manufacturers and wholesale distributors that deal with compounded pharmaceuticals for humans. These changes do not apply to veterinarians or drugs compounded and manufactured for use on animals.